



**NNSA Policy Letter: NAP -540.17**

**Date: December 9, 2002**

**TITLE: NNSA's Acquisition and Assistance Policy Guidance**

1. **OBJECTIVE:** Publish Senior Procurement Executive authorities and the methodology for providing policy and guidance for NNSA Acquisition, Financial Assistance, Small Business, Personal Property, and Contractor Human Resources in the context of the Federal regulatory process.
2. **APPLICABILITY:** All NNSA elements.
3. **REQUIREMENTS:**
  1. The Senior Procurement Executive has the responsibility and the authority to provide overall management direction of the Administration's procurement system; oversee development of procurement goals, guidelines, and innovation; measure and evaluate procurement office performance against stated goals; and enhance career development of the procurement workforce. The Senior Procurement Executive authorities are delegated to the Director, Office of Procurement and Assistance Management. As such, Business Operating Policy Letter, BOP-003 is established as a mechanism for the Director, Office of Procurement and Assistance Management and/or the Head of the NNSA Contracting Activity to issue NNSA policy and guidance on all things delegated to him and under his cognizance.
    1. BOP-003 is the base document for issuing policy and guidance and will have the same issue date as the date of this NAP.
    2. Policy and guidance will be number sequentially with BOP-003 as the base number. For example, all policy and guidance will be numbered BOP-003.YYNN where YY equals the last two digits of the fiscal year that guidance is issued and NN equals the numerical sequence of the guidance being issued. Examples
      - a. BOP-003.0301 is the first in the series for FY03
      - b. BOP-003.0499 .is the 99<sup>th</sup>.in the series for FY04

2. Acquisition policies and procedures appropriate for regulatory coverage are issued through the Department of Energy Acquisition Regulation (DEAR), until such time as the NNSA's Acquisition Regulations (NAR) are published.
3. Implementing procedures, instructions, or guidance will be consistent with the policies and procedures contained in the Federal Acquisition Regulation and will not contain material that duplicates, paraphrases, or is inconsistent with the contents of the Federal Acquisition Regulation.
4. Rulemaking applicable to NNSA acquisition or financial assistance is initiated by, or coordinated with, the Deputy Director, Office of Procurement and Assistance Management/Head of the NNSA Contracting Activity, and will be further coordinated with the NNSA General Counsel.
5. Policies and guidance issued by the Deputy Director, Office of Procurement and Assistance Management/Head of the NNSA Contracting Activity will be coordinated with the appropriate NNSA Headquarters element prior to issuance.

4. **RESPONSIBILITIES:**

1. The Director, Office of Procurement and Assistance Management and the Head of the NNSA Contracting Activity are responsible for the efficient and effective management of NNSA's acquisition, financial assistance, small business, personal property, and contractor human resources programs. The Deputy Director, Office of Procurement and Assistance Management/Head of the NNSA Contracting Activity ensures that operating elements are adhering to the Federal Acquisition, Regulation, the DEAR/NAR, and other guidance issued by the Director, Office of Procurement and Assistance Management.
2. The NNSA General Counsel provides legal advice and guidance to the Director.



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Acting Administrator